



# *Maryland Department of Budget & Management*

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## *Office of Personnel Services and Benefits*

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Secretary*

*CECILIA JANUSZKIEWICZ  
Deputy Secretary*

### **MEMORANDUM**

**February 5, 2004**

**TO:            Personnel Directors**

**FROM:        Andrea M. Fulton**  
**Executive Director**

**RE:            Forfeiture of Leave Reports**

The purpose of this memorandum is to request your cooperation in acquiring all forfeited annual and personal leave. In accordance with State Personnel and Pensions Article § 9-307 and § 9-403, all forfeited annual and personal leave is placed in the State Employees' Leave Bank at the end of the last full pay period of the calendar year (unless the employee objects).

Since the affected leave must have been used by January 6, 2004, please forward the following information to this Office no later than Friday, February 27, 2004:

- (1) The overall total of annual and personal leave that was forfeited by agency employees
- (2) A list that includes each employee's name, social security number and the amount of annual and/or personal leave forfeited that qualifies the employee for membership in the Leave Bank

If you have any questions or need additional information, please feel free to contact me at 410-767-4715 or Mr. Frederick E. Ramsey at 410-767-1012. Thank you for your anticipated cooperation in this matter.

cc:    Ms. Cecilia Januszkiewicz, Deputy Secretary  
      Mr. Bruce Martin, Assistant Attorney General

